

NASPNCLA INSTRUCTION 5600.2D

Subj: REPROGRAPHICS MANAGEMENT PROGRAM

Ref: (a) SERNAVINST 5600.22
(b) NAVPUBINST 5600.44D
(c) NASPNCLAINST 5510.10C
(d) NASPNCLAINST 7322.1E

Encl: (1) Chapter V, NAVPUBINST 5600.44D (Copying Equipment Guidelines)
(2) Sample Copying Equipment Request, NAVPUB 5600/14
(3) Sample Copy Limitation Sign
(4) Sample Copying Restriction Sign

1. Purpose. To provide information and policy guidance concerning the administration of subject program at NAS Pensacola.

2. Cancellation. NASPNCLAINST 5600.2C

3. Background. Reference (a) established policy, procedure, and methodology for the centralized management of reprographics equipment and services in the naval establishment, and delineates Navy-wide responsibilities for operations of subject program. Reference (b) provides basic guidance for the management and operation of reprographics equipment and facilities. Reference (c) provides guidance concerning reproduction of classified material. Reference (d) governs control of Plant and Minor Property.

4. Scope. This directive is applicable to NAS Pensacola and tenant activities which receive reprographics support, using appropriated funds through the NAS Pensacola Comptroller (Code 00G00).

5. Definitions. To provide for common interpretation of terminology used in this directive, the following definitions are set forth:

a. Reprographics. A generic term used to describe a broad range of duplicating, reproduction, and copying processes. For purposes of this directive, the term reprographics means "self-service office copiers."

b. Copiers. Self-service reproduction equipment normally associated with an office environment and used to make copies of page-sized documents at a rated speed of less than 50 copies per minute (cpm).

c. Rental. Acquisition method in which the contractor or commercial vendor retains copier ownership throughout the contract period. Rental agreements usually cover a period of 12 months and are renewable at the beginning of each fiscal year. Required maintenance is provided, within specified limits, under the rental agreement.

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d. Purchase. Acquisition method, including lease-to-own (LTO) or the buy-out of rental equipment, which results in government ownership of the copier upon completion of a deferred payment plan or lump sum payment.

Required maintenance is provided, within specified limits, under the LTO agreement (during the deferred payment period) or under separate agreement upon expiration of the warranty period (in the case of lump sum payment).

e. Pick-up or Disposal. Pick-up or turn-in of excess government-owned property at Defense Reutilization and Marketing Office (DRMO) Pensacola, or other DOD excess property activity.

6. Policy. The provisions of this section apply to all copiers, including those acquired through the terms of a contract with civilian contractors.

a. Director, Defense Printing Service (DPS) Detachment Office, NAS Pensacola, has responsibility for the centralized management and local administration of subject program in the Pensacola naval complex. Accordingly, DPS Pensacola approval is required before initiating any action for the purchase, rental, pick-up or disposal, transfer, or change in rental/lease plan of the following types of office copying equipment:

(1) Single-source, Cost-Per-Copy (CPC) service contract copiers.

(2) Mid-volume copiers (rated speed between 20-49 cpm).

(3) High-volume copiers (rated speed of 50 cpm and above). After equipment installation, the user activity will maintain ownership and provide for necessary maintenance and consumable support services.

b. The Administration Department, Code 11100, administers the reprographics program for activities within the scope of this directive, and will act as Activity Liaison Representative in conducting necessary liaison with DPS Pensacola on all matters concerning the program.

c. Copier requirements are evaluated and requests approved by DPS Pensacola or the Administration Department, as appropriate. The evaluation is based on production requirements, schedules of the General Services Administration (GSA), and an analysis of various cost-effectiveness factors applicable to the acquisition method (buy or rent) specified by the requesting activity. A DPS authorization number will be assigned by DPS Pensacola for use in subsequent procurement and/or disposal documents.

d. Copier resources must be used in the most efficient and cost-effective manner possible. Shared or common use placements are preferred in order to minimize the command's total equipment complement and associated costs. The reproduction services of DPS Pensacola should be used to the maximum extent practicable.

e. Funding for payment of copier-related costs shall be included in annual budget submissions to the NAS Pensacola Comptroller as follows:

(1) Administration Department -- Rental costs associated with CPC copier services contract.

(2) Department Heads, Special Assistants, and tenant activities -- Costs associated with the purchase, replacement, operation, and maintenance of government-owned copiers, rental of other than CPC copiers, and paper for CPC rental copiers.

f. All copiers, owned or rented, will be covered by contractually provided maintenance agreements. Maintenance agreements may be established or renewed without referral to DPS Pensacola; however, a copy of all such documents shall be provided to the Administration Department.

g. Specific copier usage information and restrictions are provided in enclosure (1).

(1) Office copiers are for official use only; personal copying or use by unauthorized personnel is prohibited. Unless an exemption has been granted by Administration Department, in writing, all office copiers will have a Department of the Navy control decal containing the caveat "Reproduced at Government Expense" affixed to the underside of the copier's glass platen in a position which ensures its reproduction on any sized sheet run through the copier (vendor assistance may be required).

(2) State and Federal law impose penalties for the illegal reproduction of certain types of material, including copyrighted material (paragraph 5-107, enclosure (1) refers).

(3) Reproduction of classified material on self-service office copiers is strictly prohibited. Valid requirements for such reproduction will be accomplished in accordance with Article 202 of reference (c).

7. Action

a. The Administration Department will:

(1) Review all copier requests for completeness, accuracy, and requirement validity.

(2) Exercise approval authority on requests for low-volume copiers (rated speed under 20 cpm). All other copier requirements will be forwarded to DPS Pensacola for action.

(3) Maintain an inventory of reprographics equipment owned, leased, or rented by NAS Pensacola and tenant activities subject to this directive.

(4) Conduct an annual verification of copier resources to ensure most cost-effective use and compliance with this directive, making recommendations to the Executive Officer where consolidation or relocation of copier resources is indicated.

b. Department Heads, Special Assistants, and tenant activities will:

(1) Review copying requirements at least once a year to assure current requirements are properly matched to available resources, and that cost-effective operation is being maintained. Maintain a record of monthly costs (operating supplies, maintenance contract, etc.) and production volumes, as necessary, for use in evaluating copying equipment requirements.

(2) Submit Copying Equipment Request, NAVPUB 5600/14 (original) to the Administration Department for technical review and/or forwarding to DPS Pensacola (see enclosure (2)). Provide complete (quantitative) justification.

(3) Designate a Key Operator and Alternate Operator, for each copier assigned, to serve as points of contact with Administration Department for copier-related matters (inventory, maintenance contracts, etc.). These individuals will familiarize themselves with the content of this directive.

Additionally, they will monitor equipment usage, conduct user training, maintain required supplies, refill machine with paper and chemicals, clear paper jams, and perform other related duties, including notification to the contractor/service representative for regular and emergency repairs. The name, office location, and telephone number of the Key Operator/Alternate should be provided to Administration Department, as changes occur, and posted conspicuously at each copier location.

(4) For government-owned copiers, comply with all Plant and Minor Property accounting procedures prescribed reference (d).

(5) Post a sign (enclosure (3)) conspicuously at each copier location, which limits usage to 15 copies per original or 250 aggregate copies per job. For larger requirements, submit a Request for Local Duplicating Service, DD-844 (original and two copies), to the Administration Department (Code ADAP).

(6) Post a sign (enclosure (4)) conspicuously at each copier location which prohibits the use of self-service copiers for the reproduction of classified and certain other types of material.

8. Forms. Copying Equipment Request, NAVPUB 5600/14, and request for Local Duplicating Service, DD-844, are available from the Administration Department (Code ADAP), telephone 2-4416.

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Distribution:

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(NASPNCLAINST 5216.1S)

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